



ELIGIBILITY DOCUMENTATION LETTER

To be considered for the Child Care Voucher Program, you must be working and/or attending school, participating in an eligible IMPACT activity, have a referral from your DCS worker, or be job searching (1st-time applicants ONLY).

To determine eligibility, you and your spouse and/or child's father need the items listed below, if applicable. *NOTE: Without all the proper documentation, we will not be able to process your application.*

1. Valid Proof of Identity

- *Applicant(s)*
 - Applicant(s) driver's license, state ID, passport, military ID, school ID, or work ID
- *Child(ren)*
 - For all children in the household, the date of birth MUST be listed on the document.
 - Valid documentation includes: Birth certificates; hospital-issued certificates of birth; birth confirmation letter; court record of adoption, paternity, or foster placement; passport; permanent residency card; immunization records with social security card or state ID
- *Foster Parents*
 - All the documents listed above plus a valid foster parent license that matches the foster parent's residency verification and current placement letter from the DCS/Foster agency caseworker signed or current per diem documentation with the child(ren)'s name on it or court placement order or state form 3319.

2. Proof of Service Need

**Working, attending school, participating in the TANF/IMPACT Program, or job searching (1st-time applicants ONLY)*

If working/employed

- *Pay stub or canceled check*
 - Submit at least one pay stub dated within 60 days from the applicant's signature date on the Applicant Worksheet. Check stubs must include your name AND gross wages OR at least one canceled check (front and back), which must be within 60 days from the applicant's signature date on the Applicant Worksheet. Canceled checks must include the employer's name imprinted in the upper left corner of the check; the applicant/co-applicants name on pay to the order of line; current date on the date line; amount paid; the check has been fully negotiated (cashed) as evidenced on the back of the canceled check by the financial institution.
- *Wage Detail Form (Please call/email to request one)*
 - The employer must complete the wage detail form.
- *Cash-paying jobs*
 - Please call/email our office to request a Cash Earnings Statement
- *Self-Employment*
 - Profit & Loss form

- Tax Return Transcripts needed for a business in operation for over 1 year
- *Gig Work (Uber, DoorDash, Instacart, etc.)*
 - Please submit a screenshot of your weekly/monthly earnings summary & a screenshot of your profile

If starting a new job

- New Hire form (completed by employer)- *PLEASE CALL/EMAIL US TO REQUEST ONE!*
- A signed statement from the employer showing the start date, anticipated work hours per week, hourly pay amount, and pay frequency on company letterhead with contact information.

If in school

- If you attend an education program through a certified or accredited education/training organization or institution, you must provide current school documentation. Documentation requirements include: student name, school name, and enrollment start date.

If TANF/IMPACT

- *Referral form*
 - For new TANF/IMPACT clients, this must be sent by your worker to the Children's Bureau

If DCS (Department of Child Services)

- A written statement from the CPS caseworker indicating the child(ren) is living in their own home, the child(ren) needs care outside their own home, the amount of care needed per week, and the CPS caseworker's contact information. (This is for biological parents only.)

3. Verification of Residency

- Must be valid/received in the previous 60 days of your signature date
- Proof of residency document must include: name of applicant or co-applicant; complete address (includes street address) and city and/or zip code; and dated no more than 60 days before applicant signature date on Applicant Worksheet (i.e. valid ID, lease, utility bill with billing/statement date, etc.)

4. Verification of Other Income Sources (if applicable)

- Social Security (SSI) benefit letter

5. Information from CCDF-qualified childcare provider

- Provider Information Page completed by a licensed or certified CCDF provider only.
- To determine if your childcare provider is CCDF eligible, contact the Child Care Resource and Referral Line (CCRR) at 1-800-299-1627
- *Note: If you work for the childcare provider where your children attend, you must provide a parent provider statement (CALL/EMAIL US TO REQUEST ONE)*

DOCUMENTATION QUESTIONS? Please call our direct line at (219) 757-1957 or our toll-free number at 1-844-757-1957. You may also email us at ccdf@geminus.care.